

COMPENSATION AND WORK ASSIGNMENTS

Work assignments for classified employees shall be made by the superintendent or designee. Employees shall be paid according to pay rates established by the board or through professional negotiations.

In compliance with the Fair Labor Standards Act (FLSA), the superintendent shall ensure that all job positions are classified as exempt or nonexempt and employees are made aware of such classifications.

No non-exempt employee shall work more than 40 hours per workweek without the prior written permission of the appropriate supervisor. The workweek will be from 12:00 a.m. each Monday until 11:59 p.m. each Sunday. Nonexempt employees whose normal workweek is less than 40 hours will be paid at the regular rate of pay for time worked up to 40 hours. Overtime pay will be provided only if an employee works more than 40 hours in a workweek with the written approval of their supervisor.

Principals and supervisors shall monitor employees' work to ensure ~~that~~ the overtime provisions of this policy and the Fair Labor Standards Act are followed. All employees shall be compensated for overtime worked at a rate of one and a half times their normal rate of pay for any hours worked over 40 in a workweek with the written approval of their supervisor. Hours of paid leave do not count as hours worked in a workweek.